

No.13/13/2021-BPC&TRG.
Government of India
Ministry of Finance
Department of Economic Affairs

North Block, New Delhi,
4th August, 2021.

TRAINING CIRCULAR

Subject:- Online Knowledge Co-Creation Program on "**Human Resources Development Administration**" from 15th November to 3rd December, 2021.

.....

The Government of Japan has invited nominations for **online** training course on "**Human Resources Development Administration**" from 15th November to 3rd December, 2021 under the Technical Cooperation Programme with India. The course is intended for officials who have responsibility in HRD, focusing on TVET as a part of the labor market policy. The eligibility conditions and other information about the course are mentioned in the Information Booklet received from the sponsoring Government (**Annex-I**). Number of slots available for India is **one regular candidate and one reserved candidate**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. **The course is sponsored** by the Government of Japan, and there is no need to the cost of round-trip airfare and other related expenses.

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:-

- i. Sponsoring Government's application form.
- ii. DEA's prescribed proforma - duly countersigned by competent authority (**Annex-III**).
- iii. A photocopy of the Passport.

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department not later than 30.09.2021 positively at the following address:-**

Shri R. Murali,
Section Officer (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Room No. 271 B, North Block, New Delhi-110001.
Ph:- 011 - 2309 5135
Email- murali.r@nic.in

.....2/-



6. An advance copy of application complete in all respects (except DEA proforma) may be sent to Mr. Akamine Kengo, Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi-110001. However, the candidate whose nomination is approved by the Selection Committee in DEA would be considered by JICA.

7. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Ministries/Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on the website of Department of Economic Affairs, Ministry of Finance at www.dea.gov.in under the link "Foreign Training and Employee Corner".



(**Sanjay Kumar**)

Under Secretary to the Govt. of India

Ph: 23093173

1. Joint Secretary (Admn.), Ministry of Education, Shastri Bhavan, New Delhi.
2. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
3. Chief Secretaries of all States Governments/UTs.
4. JICA India Office (Mr. Akamine Kengo, Senior Representative), 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi.

TO BE UPLOADED ON MOF'S WEBSITE



Online Only

Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION

ON

Human Resources Development Administration

課題別研修「職業能力開発行政」(遠隔研修のみ)

JFY 2021

NO. 202002983J001

Period for Online Program: From 15 November, 2021 to 3 December, 2021

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

'JICA Knowledge Co-Creation Program (KCCP)'

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

I. Concept

Background

Human Resources Development (HRD) is one of the most important policies to lead the countries to economic development and realization of a better life for the citizens.

Sharing experiences and challenges in HRD among Japan and participating countries can promote the fostering of industrial human resources through TVET.

For what?

The aim of this program is to enhance HRD system of participating countries by referring to experiences, know-how, current situation, and challenges in HRD of Japan and by making a comparative study on HRD including management of TVET, among Japan and the participating countries. Thus, the program will contribute to the enhancement of HRD in the respective countries.

For whom?

The program is for officials who have responsibility in HRD, focusing on TVET as a part of the labor market policy.

How?

Participants will accomplish their mission through the program including:

- ① orientation for socio-economic background of Japan,
- ② lectures on the administration for HRD and challenges in TVET institutions in cooperation with the private sector,
- ③ study tours for fact-findings of HRD in Japan including observation of TVET institutions and National Skills Competition.
- ④ discussions to facilitate the participants to structure their ideas of HRD

Participants will also formulate an Action Plan describing what they will do into their on-going activities after going back to their home countries, putting the knowledge and ideas acquired and discussed in Japan.

II. Description

1. **Title (Course No.)**
Human Resources Development Administration (202002983J001)
2. **Periods**
(Online): 15 November 2021 to 3 December 2021
3. **Target Regions or Countries**
Angola, Bhutan, Cambodia, Gambia, Indo, Iraq, Namibia, Samoa, Sierra Leone, Somalia, South Sudan and Uganda
4. **Eligible / Target Organization:** This program is designed for governmental departments in charge of HRD especially on TVET
5. **Program Capacity (Upper limit of Participants):** 12 participants
6. **Language to be used in this program:** English
7. **Program Objective:**
Participants are expected to understand the current issues and challenges in HRD in Japan and to study the frameworks for HRD through TVET and how to practice it, as well as to draft a specific Action Plan to improve current issues and to enhance HRD by applying the knowledge and ideas acquired in this program.
8. **Overall Goal:** Participants are expected to share the information with colleagues and/or persons concerned to execute the Action Plan as an improvement goal through dissemination and review in participant's department and concerning departments in the ministry.
9. **Guidance on Online Program:** The participants shall receive online lectures provided by the Japanese implementing partner, Japan International Cooperation Center (JICE), with the procedures shown below; The temporary schedule of the online program is described in *IV. Tentative Schedule*.
 - (1) One month before the start of this program, JICE will send the finalized program schedule and the Job Report Guide.
 - (2) A week before starting, JICE will conduct ZOOM Connection Tests and a brief guidance on its usage.
 - (3) All participants shall attend a kick-off web-meeting set by JICE to be held on 15 November 2021.
 - (4) Following the kick-off web-meeting, JICE will organize a Job Report presentation meeting online from 15 November to 16 November 2021.
 - (5) The participants shall take 5 WBT contents at their convenient time and must submit the brief reports after each lecture.
 - (6) JICE will organize webinars for lectures and discussions.
 - (7) At the end of this program on 3 December, all participants shall make a presentation of their Action Plan on webinar.

<Note>

The participants may share the lecture materials with their colleagues only within their organizations. **The use beyond the participant's organizations is strictly prohibited due to the copyright restrictions.**

10. Expected Module Output and Contents: This program consists of the following components. Details on each component are given below: There might be minor changes in several subjects.

Program of JFY2021 is attached in “VI. Tentative Schedule “as reference (Subject to change).

| Online program | | |
|---|---|--|
| Expected Module Output | Subjects/Agendas | Methodology |
| 1. To understand the economic and social situation, organization of occupational skill development administration, countermeasures and challenges in Japan | (1) Characteristics of administration in HRD through TVET in Japan | Web Based Training |
| | (2) Framework of public vocational program system | Web Based Training |
| | (3) Organizational management in TVET institution | Web Based Training |
| | (4) Overview of HRD Administration in Japan | Webinar |
| | (5) Overview of Technical and Vocational Education in Japan | Webinar |
| 2. To understand the development of public and private partnership in the field of HRD | (1) Public-Private-Partnership for HRD in Japan | Webinar |
| 3. To understand the management system of HRD and its evaluation system | (1) Approach to improve the quality of vocational program with following PDCA cycle | Web Based Training |
| 4. To understand the education/program systems that promote employment opportunities and employment security. | (1) Overview of HRD Administration in Japan | Webinar |
| | (2) Field visits to TVET | Webinar Watching video and discussion |
| 5. To analyze challenges in participant's own country and to formulate Action Plan describing what the participants will do for improvement and further progress after they go back to home country | (1) Job Report presentation | Webinar |
| | (2) Discussion on the issues that the participants have been facing | Webinar |
| | (3) JICA's Cooperation in TVET | Lecture (Case examples) |
| | (4) Problems analysis and goal setting | Lecture Practice |
| | (5) Procedures to make an Action Plan | Lecture |
| | (6) Action Plan making | Practice |
| | (7) Action Plan presentation | Presentation |

(3) Finalization Phase in the participant's home country

After returning to respective country, Participating organizations develop the final outputs by making use of results brought back by participants.

| Expected Module Output | Activities |
|--|--|
| To share the action plan and implementation in each participant's home country | (1) Presentation and discussion on the Action Plan in each participating organization to disseminate acquirments in his/her organization |
| | (2) Review and discuss the Action Plan |

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before the commencement of the program. Participating organizations are also expected to make the best use of the results achieved by their participants.

2. Responsibility of the Participating Organization:

The participating organization is to be responsible to support the participant for receiving the online lectures and seeking the possibility of implementation of the Action Plan formulated by the participant.

3. Nominee Qualifications:

Applying Organizations are expected to select the nominee who comply with the following qualifications:

(1) Essential Qualifications

- 1) Current Duties: be ranked as a director general or a director of a department in the central government who is presently engaged in HRD administration focusing on TVET,
- 2) Educational Background: be a graduate of university or equivalent,
- 3) Language: have a competent command of spoken and written English which is equal to TOEFL 550, TOEFL CBT 213, and TOEIC 730 or more (This course includes active participation in discussions and Action Plan development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc.)
- 4) PC skill: have basic PC skill to use Word, PowerPoint (This course includes activities with PC; making presentation of Job Report, and Action Plan etc.)
- 5) The participants need to prepare a PC, internet access and study environment to have online program smoothly
- 6) Age: between the ages of thirty-five (35) and fifty-five (55) years old

(2) Recommendable Qualifications

Gender Consideration: JICA is promoting Gender Equality. Women are encouraged to apply for the program.

4. Required Documents for Application

(1) **Application Form:** Available at the respective country's JICA office (or the Embassy of Japan).

** The Application Form should be typewritten in English*

(2) **Photocopy of passport:** Should be submitted with the application form. If not, it is requested that a photocopy of any other official identification be submitted.

*Photocopy should include the followings: Name, Date of Birth, Nationality, Sex, Registration Number, Expire Date and the picture of a holder.

(3) **Nominee's English Score Sheet:** to be submitted with the application form if the applicant has any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS).

5. Procedure for Application and Selection :

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Yokohama Center in Japan by 15 October, 2021.**)

(2) Selection:

After receiving the documents through proper channels from your government, the JICA office (or the Embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

The respective country's JICA office (or the Embassy of Japan) shall make notification of results to the respective Government by not later than **22 October, 2021.**

6. Document(s) to be submitted by accepted candidates:

- Presentation material (PPT) on your Job Report -- shall be submitted by **9 November, 2021.**

※Accepted candidates are required to bring the necessary materials to make a presentation as explained in Annex: No.1 and 2 of this General Information.

7. Conditions for Attendance

Participants are required:

- (1) To complete the online lectures.
- (2) To strictly adhere to the program schedule.
- (3) Not to change the program topics.

IV. Administrative Arrangements

1. Organizer:

- (1) **Name:** JICA Yokohama
- (2) **Contact:** Mr. ABE Kimio (yicct1@jica.go.jp)

2. Implementing Partner:

- (1) **Name:** Japan International Cooperation Center (JICE)
- (2) **Contact:** Ms. NISHIDA Kimiko, (vt@jice.org)
- (3) **Remark:** <https://www.jice.org/en/index.html>

Since establishment, JICE has been involved in the development of human resources to deal with international issues through activities such as to accept foreign participants. In implementing 'International Participant Program', JICE has been contributing human resources development project mainly for administrators from various countries by organizing seminars for executive government officials and youth exchange programs for young leaders with cooperation from related organizations.

V. Other Information

1. Participants are requested to prepare reference materials that will help Job Report presentation. The following items are valuable:
 - the most recent short and long term official policies and strategies for TVET,
 - reports and photos of the TVET management activities which the participants are currently engaged in,
 - other project reports related to the participants' field of study or work.
2. Participants are required to bring and work on their computers during the program.
3. Participants are recommended to listen to the experience from the ex-participants of the previous program, and to look through the ex-participants' Job report for reference.
4. A participant who has successfully completed the program will be awarded a certificate by JICA.

VI. Tentative Schedule:

Online Program (※JST: Japan Standard Time: UTC +9:00)

| Date (JST UTC+9) | Method | Time (JST UTC+9) | Type | Theme/Content |
|---------------------|---------|---------------------|---------------------|--|
| 11/10 (Wed) | | 17:00 ~ 19:00 | | Zoom Connection Test |
| 11/11(Thu) | | 17:00 ~ 19:00 | | Zoom Connection Test |
| 11/15(Mon) | Webinar | 17:00 ~ 17:30 | | Course Orientation |
| | Webinar | 17:30 ~ 19:30 | Presentation | Job Report Presentation |
| 11/16(Tue) | Webinar | 17:00 ~ 19:30 | Presentation | Job Report Presentation |
| 11/17 (Wed) | WBT | | Lecture | Characteristics of HRD in Japan |
| 11/18(Thu) | WBT | | Lecture | Framework of Public Vocational Training in Japan |
| 11/19 (Fri) | Webinar | 17:00 ~ 19:30 | Lecture | Overview of HRD Administration in Japan |
| 11/20 (Sat) | | | | |
| 11/21 (Sun) | | | | |
| 11/22(Mon) | Webinar | 17:00 ~ 17:15 | Recap | Overview of the lectures in the previous week |
| | | 17:15 ~ 19:30 | Lecture | Overview of Technical Vocational Education in Japan |
| 11/23(Tue) | WBT | | Lecture | Organizational Management of Vocational Training Institution |
| 11/24(Wed) | WBT | | Lecture | Approach to improve the quality of vocational program following PDCA cycle |
| 11/25(Thu) | Webinar | 17:00 ~ 18:30 | Lecture | Public-Private-Partnership for HRD in Japan |
| | | 18:30 ~ 19:30 | Discussion | |
| 11/26 (Fri) | Webinar | 17:00 ~ 19:30 | Observation | Field visit to TVETs |
| 11/27 (Sat) | | | | |
| 11/28 (Sun) | | | | |
| 11/29(Mon) | Webinar | 17:00 ~ 18:00 | Lecture | JICA's Cooperation in TVET |
| | | 18:00 ~ 18:45 | Lecture | Procedures to make an Action Plan |
| | | 18:45 ~ 19:30 | Practice | Problem Analysis in a group |
| 11/30(Tue) | | | Practice | Individual Problem Analysis |
| 12/1(Wed) | Webinar | 17:00 ~ 19:30 | Lecture Tutoring | Problem Analysis and Goal Setting |
| 12/2 (Thu) | | | Practice | Drafting an Action Plan |
| 12/3 (Fri) | Webinar | 17:00 ~ 19:30 | Presentation | Action Plan Presentation |
| | | 19:30 ~ 20:00 | | Evaluation Meeting |

VII. ANNEX:

ANNEX: No.1

Job Report

to be submitted before commencement of the online program

Participants are required to prepare and submit Job Report and be typewritten in English. When the participants make the report, it is preferable to analyse the present and future situations and problems/challenges in administration in HRD through TVET. JICE will send a template of report to participants by e-mail for reference. The Report should be **typed in English** and be **submitted by e-mail** to vt@jice.org by **9 November, 2021**.

The purpose of Job Report presentation is to share the current situation and make comparative review among the participants in order to clarify the issues to be solved in their own organizations.

The major contents of the presentation are;

- (1) General information of the country: geography, population and workforce, employment, economy, and education system
- (2) Administration in HRD of the country: administrative organ related to TVET, major policy, laws and regulation, feature of TVET (major targets, programs, enrollment and placement, etc.)
- (3) Challenge: Duties, Issues and special interests the participant has.

Presentation will be held online in the initial part of this program.

Each participant will make presentation based on the report in about 15 minutes (depending on the number of participating countries and participants).

ANNEX: No.2

Action Plan

to be formulated at the end of the phase in Japan

Each participant is required to prepare an Action Plan during the stay in Japan.

1. What is an Action Plan?

Each participant is required to submit an Action Plan, stating the plan that they will carry out after returning home, reflecting the knowledge and methods they have acquired from the program in Japan.

2. Why are participants required to prepare an Action Plan?

JICA needs to assess the usefulness and applicability of the program in Japan to help improve/develop the field/subject in the participants' countries/regions/organizations. The Action Plan will support this evaluation with sharing the information acquired in Japan to all the colleagues and supervisors concerned and improve program management in your institution.

3. When should the Action Plan be prepared?

Participants should start to prepare a draft of the Report in the midst of the period of the program in Japan, and repeatedly revise and improve it during the rest of the period. The completed paper should be submitted to JICA by the end of the program in Japan.

Notes on making the Action Plan:

The participant should make a presentation by using Power Point, and describe a plan for applying the content of the program in Japan to his/her work after returning home.

- (1) Brief introduction of participant's organization /institution and,
- (2) Most advantageous acquirements/lessons you got in this program, and
- (3) Action Plan that covers the following items. Not include "Killer assumption". Try to several ways to achieve the target.

* Killer assumption means one of the premises that the plan becomes unfeasible if it cannot be achieved.

Main Components of the Action Plan

1. Title of the project that you are going to challenge
2. Objective of the project with specific target
3. Overall goal desired to be after reaching the project objective
4. Background/reasons to challenge for the project
5. Actions to be taken with work procedures
6. Key performance indicator for monitoring the result
7. Resources needed/Potential barriers
8. Responsibility in charge of the actions including involving other
9. Time line estimated for 2 years after returning

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, program programs, JOCV programs, etc.

Within this wide range of programs, Program Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “adopt and adapt” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “adoption and adaptation” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

JICA Yokohama Center

Address: 2-3-1 Shinko, Naka-ku, Yokohama, Kanagawa 231-0001, Japan

TEL: +81-45-663-3251 FAX: +81-45-663-3265

SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

Eligibility Conditions

| Duration of Training | No. of years of service completed in Govt. as on the date of FTP | Upper age limit as on the date of FTP | Cooling off period | Limit on participation in number of trainings in a year |
|----------------------|--|---------------------------------------|--------------------|--|
| Upto one week | 5 years | Less than 58 years | Six months | Two FTPs of duration of less than one week in a calendar year |
| One to Two weeks | 7 years | Less than 58 years | One year | One FTP of duration of one to two weeks in a calendar year |
| More than two weeks | 9 years | Less than 55 years | Two years | One FTP of duration more than two weeks in a period of two years |

Note:- Project-related training/official visits abroad are exempt from the provision of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. etc. **should also satisfy themselves about the eligibility conditions** prescribed by the sponsoring foreign Government/agency **before sending the nominations to DEA.**

HOW TO APPLY**3. Filling up of application forms:-**

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, applications will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respects. Wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filled in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) In case of **training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly **indicate the prioritization** of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications **are not to be sent** to the sponsoring foreign country/agency **direct** unless the same has been endorsed by the Nodal Department i.e. DEA.

5. Clearances:-

Once the nomination forwarded by DEA to the sponsoring foreign Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

Abbreviations:-

JICA – Japan International Cooperation Agency, **SCPTA** – Singapore Cooperation Programme Training Award, **IMF** – International Monetary Fund, **MTCP** – Malaysian Technical Cooperation Programme

DEA PROFORMA FOR FOREIGN TRAINING

| 1. Name | | | | |
|--|--|----------------------------------|----------------------------------|-------------------|
| 2. Date of Birth | | 3. Male/Female | | |
| 4. Educational Qualifications | | | | |
| 5. Service to which the officer belongs | | 6. Date of regular appointment | | |
| 7. Details of posts held during the last five years (starting from the present): | | | | |
| S.No. | Post held | Ministry/Department/Organization | Nature of work/Job profile | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| 8. Name of foreign training programme applied for and its relevance to the candidate | | | | |
| 9. Papers etc. if any published by the candidate | | | | |
| 10. Details of Foreign Training Programmes attended during the last two years | | | | |
| S. No. | Dates & Duration of the training programme | Subject/title of training | Name of the training Institution | Source of funding |
| | | | | |
| | | | | |
| | | | | |
| Signature of the candidate: | | | | |
| Office Phone No. Mobile No.: | | | | |
| E-mail: | | | | |
| CERTIFICATE | | | | |
| Certified that Shri/Ms _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached. | | | | |
| Signature of the competent administrative authority of the applicant with Name, Designation, Phone number and E-mail (along with office seal) | | | | |

Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

>Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

>>Application for Country Focused Training Program including Counterpart Training Program

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated “**required**” items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately

- according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
 - (d) fill in the form in **English**,
 - (e) use "x" to fill in the () check boxes,
 - (f) attach a picture of the Nominee,
 - (g) attach additional page(s) if there is insufficient space on the form,
 - (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
 - (i) confirm the application procedure stipulated by your government, and
 - (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

4. Copyright policy

Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in

principle.

2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



Training Programs under Technical Cooperation with the Government of Japan

Application Form for the JICA Training and Dialogue Program**OFFICIAL APPLICATION**

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)**2. Number:** (Please write down as shown in the General Information)

| | | | | | | | | |
|---|--|--|---|--|--|--|--|--|
| J | | | - | | | | | |
|---|--|--|---|--|--|--|--|--|

3. Country Name:**4. Name of Applying Organization:****5. Name of the Nominee(s):**

| | |
|----|----|
| 1) | 3) |
| 2) | 4) |

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

| | | | |
|--|------------|----------------|---------|
| Date: | | Signature: | |
| Name: | | | |
| Designation / Position | | Official Stamp | |
| Department / Division | | | |
| Office Address and Contact Information | Address: | | |
| | Telephone: | Fax: | E-mail: |

Confirmation by the organization in charge (if necessary)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

| | | | |
|------------------------|--|----------------|--|
| Date: | | Signature: | |
| Name: | | | |
| Designation / Position | | Official Stamp | |
| Department / Division | | | |



Japan International Cooperation Agency

CONFIDENTIAL

Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization**1) Name of Organization:****2) The mission of the Organization and the Department / Division:****2. Purpose of Application****1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.****2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.**



3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.



Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

1. Title: (Please write down as shown in the General Information) **(required)**

[Empty text box for Title]

2. Number: (Please write down as shown in the General Information) **(required)**

J 0 - [] [] [] [] [] [] [] [] [] []

Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

[Empty text box for Family Name]

First Name

[Empty text box for First Name]

Middle Name

[Empty text box for Middle Name]

| | | | | | | |
|---|----------|------------|--|-------|------|-----|
| 2) Nationality (as shown in the passport) | | | 5) Date of Birth (please write out the month in English as in "April") | | | |
| 3) Sex | () Male | () Female | Date | Month | Year | Age |
| 4) Religion | | | | | | |

6) Present Position and Current Duties

| | | | | | | | |
|--|------|-------|------|--|------|-------|------|
| Organization | | | | | | | |
| Department / Division | | | | | | | |
| Present Position | | | | | | | |
| Date of employment by the present organization | Date | Month | Year | Date of assignment to the present position | Date | Month | Year |
| | | | | | | | |

7) Type of Organization

| | | |
|---------------------------|------------------------------|-----------------------|
| () National Governmental | () Local Governmental | () Public Enterprise |
| () Private (profit) | () NGO/Private (Non-profit) | () University |
| () Other () | | |

8) Outline of duties: Describe your current duties

[Empty text box for Outline of duties]

**9) Contact Information**

| | | |
|--------------------------------|----------------------|----------------------|
| Office | Address: | |
| | TEL: | Mobile (Cell Phone): |
| | FAX: | E-mail: |
| Home | Address: | |
| | TEL: | Mobile (Cell Phone): |
| | FAX: | E-mail: |
| Contact person in emergency | Name: | |
| | Relationship to you: | |
| | Address: | |
| | TEL: | Mobile (Cell Phone): |
| | FAX: | E-mail: |

10) Others (if necessary)

| |
|--|
| |
|--|

4. Career Record**1) Job Record (After graduation)**

| Organization | City/ Country | Period | | Position or Title | Brief Job Description |
|--------------|------------------|--------------------|------------------|-------------------|-----------------------|
| | | From Month/Year | To Month/Year | | |
| | | | | | |
| | | | | | |
| | | | | | |

2) Educational Record (Higher Education)(required)

| Institution | City/ Country | Period | | Degree obtained | Major |
|-------------|------------------|--------------------|------------------|-----------------|-------|
| | | From Month/Year | To Month/Year | | |
| | | | | | |
| | | | | | |
| | | | | | |



3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

| Institution | City/ Country | Period | | Field of Study / Program Title |
|-------------|------------------|--------------------|------------------|--------------------------------|
| | | From Month/Year | To Month/Year | |
| | | | | |
| | | | | |
| | | | | |

5. Language Proficiency (required)

| | | | | | |
|--|---------------|---------------|----------|----------|----------|
| 1) Language to be used in the program (as in GI) | | | | | |
| Listening | () Excellent | () Good | () Fair | () Poor | |
| Speaking | () Excellent | () Good | () Fair | () Poor | |
| Reading | () Excellent | () Good | () Fair | () Poor | |
| Writing | () Excellent | () Good | () Fair | () Poor | |
| Certificate (Examples: TOEFL, TOEIC) | | | | | |
| 2) Mother Tongue | | | | | |
| 3) Other languages () | | () Excellent | () Good | () Fair | () Poor |

¹ Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

6. Expectation on the applied training and dialogue program

1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

***7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

- JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

- Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the Citizens' Cooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

| | |
|-------|-------------|
| Date: | Signature: |
| | Print Name: |

MEDICAL HISTORY AND EXAMINATION
1. Present Status

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

| | |
|-----------------------------|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____) |
|-----------------------------|--|

(b) Are you pregnant?

| | |
|-----------------------------|---|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes (_____ months) |
|-----------------------------|---|

(c) Are you allergic to any medication or food?

| | | | | |
|-----------------------------|----------------------------------|-------------------------------------|-------------------------------|---------------------------------|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes >>> | <input type="checkbox"/> Medication | <input type="checkbox"/> Food | <input type="checkbox"/> Other: |
|-----------------------------|----------------------------------|-------------------------------------|-------------------------------|---------------------------------|

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

| |
|---|
| (_____) |
| <i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i> |

2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

| | | |
|----------|-----------------------------|--|
| Past: | <input type="checkbox"/> No | <input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____) |
| Present: | <input type="checkbox"/> No | <input type="checkbox"/> Yes>>Present Condition (_____) |

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

| | | |
|----------|-----------------------------|--|
| Past: | <input type="checkbox"/> No | <input type="checkbox"/> Yes>>Name of illness (_____), Place & dates (_____) |
| Present: | <input type="checkbox"/> No | <input type="checkbox"/> Yes>>Present Condition (_____) |

(c) High blood pressure

| | | |
|----------|-----------------------------|--|
| Past: | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Present: | <input type="checkbox"/> No | <input type="checkbox"/> Yes>>Present Condition (_____) mm/Hg to (_____) mm/Hg |

(d) Diabetes (sugar in the urine)

| | | |
|----------|-----------------------------|--|
| Past: | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Present: | <input type="checkbox"/> No | <input type="checkbox"/> Yes>>Present Condition (_____) |
| | | Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes |

(e) Past History: What illness(es) have you had previously?

| | | | |
|---|--|--|---|
| <input type="checkbox"/> Stomach and Intestinal Disorder | <input type="checkbox"/> Liver Disease | <input type="checkbox"/> Heart Disease | <input type="checkbox"/> Kidney Disease |
| <input type="checkbox"/> Tuberculosis | <input type="checkbox"/> Asthma | <input type="checkbox"/> Thyroid Problem | |
| <input type="checkbox"/> Infectious Disease >>> Specify name of illness (_____) | | | |
| <input type="checkbox"/> Other >>> Specify (_____) | | | |

(e') Has this disease been cured?

| | |
|------------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No (Specify name of illness) |
| | Present Condition: (_____) |

3. Other: Any restrictions on food and behavior due to health or religious reasons?

| |
|--|
| |
|--|

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

| | |
|-------|-------------|
| Date: | Signature: |
| | Print Name: |



Japan International Cooperation Agency

CONFIDENTIAL